

Christ The King (CTK) Lutheran Church – Holliston, MA

Rental Fact Sheet

Room/Capacity: Fellowship Hall (maximum capacity: 30-40 depending on room configuration)

Hall Facts

- Other than Sunday mornings, Hall is available for rental seven days a week pending other Church activities
- Rental hours are from 8:00 a.m. until 10:30 p.m.
- Fellowship Hall measures approximately 38' x 24'
- The building is handicap accessible with elevator service
- Parking accommodates 110 cars with 5 handicap parking spaces
- Hall configurations/capacity: - 40 people when the room is set in lecture style format (no tables)
-30 people when using 60" diameter rounds w/ 8 people/table
- Hall is available for events up to 8 hours in duration, excluding set-up and clean-up time allowances
- Hall is available for 1.5 hours prior to event for set-up and 1.0 after event for breakdown/clean-up
- Please review "Building Use Regulations" for additional details

Available Equipment & Services

- 20 round tables (60" diameter) each seating 8
- Several 5' and 8' rectangular tables are available
- 150 chairs (50 newer, 100 older) – additional chairs must be rented for seating over 150
- No sound system is available with the rental of the Fellowship Hall
- Kitchen available for use in conjunction with Fellowship Hall rental for a small additional fee
- A "Value" Package and a "Full Service" Package detail the amount and type of assistance that a CTK Event Manager can offer before/during/after your event. Please see additional details and pricing on page two of this document.

Required Licenses and Insurance (See "Building Use Regulations" for further details)

- If alcohol is served at event, renters (or renter's caterer) need to acquire/or show proof of One-Day Liquor Permit from Town of Holliston (documentation required prior to event)
- Additional licenses and/or relevant insurance certificates may be required based on size and nature of rental

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Rental Rate Summary Chart

Room/Location: Fellowship Hall

Available Rental Options

- **Value Rental Package:** In return for a discounted rate, the renter agrees to handle the set-up and breakdown of all tables/chairs and perform a satisfactory clean-up of the hall and associated areas of use (such as the bathroom and hallways), after the event has ended, returning the rented space to the same condition it was found prior to the event. See “Building Use Regulations” for additional details that apply to all renters.
- **Full Service Rental Package:** This option includes the full set-up, break-down and clean-up of the hall and associated areas of use by a CTK Event Manager. See “Building Use Regulations” for additional details that apply to all renters.

	Non CTK Member Rates			CTK Member* Rates		
Rental Type	Rate for up to 5 hours	Additional fee for over five	**Security Deposit	Rate for up to 5 hours	Additional Fee for over five hours	**Security Deposit
Value Package	\$90	\$10/hour	\$300	\$50***	\$10/hour	\$300
Full Service Package	\$300	\$50/hour	\$300	\$250	\$50/hour	\$300

1. *Current member of Christ the King Lutheran Church
2. The five hour rental period listed above defines the hours of the event, and does not include 1.5 hours for pre-event set-up and 1 hour for post-event clean-up.
3. **Deposit checks will be held, and returned within 7 days of event pending inspection of Hall by CTK personnel after the event
4. \$100.00 Application Deposit applied toward Rental Fee
5. ***An event manager will NOT be present for a Value Package event hosted by a CTK-member renter. If an Event Manager is required by a CTK-member renter, please request the Full Service Package option.